National Institute of Technology
Andhra Pradesh

STANDARD OPERATING PROCEDURE

In the COVID Pandemic Scenario

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www.nitandhra.ac.in
Despite taking the preventive measures, the occurrence of cases among the students staying in the campus cannot be ruled out. The following measures will be taken in such circumstances:

- Immediately inform the NIT Andhra Pradesh Health center and warden/faculty in-charge, if a student is having flu symptoms (Fever, cough, sore throat, breathing difficulty).
- The suspect case if reporting very mild/mild symptoms would be placed under isolation facility and will be closely monitored. He/she will be sent for COVID testing.

SOP of asymptomatic/mild COVID positive cases (Clinical severity/ Instructions - Annexure 1) in Hostel block- If test result is positive, patient will be referred to higher center. As per the treating hospital advise, he/she will be hospitalized or under hostel isolation center (should submit record from hospital). Patient has to undergo 14 days hostel isolation. He / She will be monitored by clinic team (Self Declaration - Annexure 2). During isolation period, if required, the patient may be referred to treating hospital by NIT Andhra Pradesh Doctors depending upon the severity. (List of COVID test /treatment centers -approved by Andhra Pradesh govt., will be made available on the AP COVID -19 App)

If the test result is negative, the patient will undergo hostel quarantine for 14 days.

- Suspect case with moderate to severe symptoms will be treated as per health protocol in appropriate health facility.
- The concerned warden in charge shall be requisitioned and will undertake the listing of contacts.
- Necessary actions for contact tracing and disinfection of work place/Hostel (respective section In-charge/Dept. Head) will start once the report of the patient is received as positive. The report will be expedited for this purpose.
- If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in campus/workplace setting. Due to the close environment in workplace settings this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

Management of contacts:

- The contacts will be categorized into high and low risk contacts*.
- The high-risk exposure contacts shall be quarantined for 14 days. These persons shall undergo COVID19 testing (as per ICMR protocol).
- The low-risk exposure contacts shall continue to work and closely monitor their health for next 14 days.

*The flowchart for management of contact/ cases is placed at (Annexure - I)
• **Closure of workplace/hostel room:** If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. There is no need to close the entire office/hostel building/halt work in other areas of the office/hostel and work can be resumed after disinfection as per protocol. However, if there is a larger outbreak, the building/block will have to be closed for 48 hours and after thorough disinfection will be declared fit for re-occupation.

• Disinfection procedures in hostel/labs/classroom: Detailed guidelines on the disinfection as already issued by Ministry of Health & Family Welfare (as available on their website) shall be followed.

• Information regarding positive case, contacts will be given to state/district health authorities.

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**High-risk contact**

Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faces; e.g., being coughed on, touching used paper tissues with a bare hand). Had direct physical contact with the body of the patient including physical examination without PPE or Touched or cleaned the linens, clothes, or dishes of the patient. Lives in the same household as the patient. Anyone in close proximity (within 1 meter) of the confirmed case without precautions. Passengers in close proximity (within 1 meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.

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**Low risk contact**

Contact shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19. Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.
SOP FOR COVID-19 POSITIVE STUDENT (HOSTEL RESIDENT)

➢ Referred to higher health center, if referred back they will be in isolation center for a period as advised by the treating hospital.

➢ Contact tracing to be done by hostel office, Warden of the student, security officer and informed to authorities.

➢ Disinfection to be done by housekeeping staff.

➢ Respective hostel room/lab will be closed for 48 hrs.

➢ Student during the isolation will be monitored regularly. If required he/she will be referred for further treatment or follow up.
SOP OF CLINICAL MANAGEMENT

Case with symptoms suggestive of COVID
(exposure history, clinical presentation)

Assessed to be COVID suspect, Referred to health facility for COVID testing

Assessed to be non COVID suspect

**Negative:** Will be managed as per clinical presentation; will be referred SOS

**Positive:** Admin informs health authorities, will be referred to health facility/home (hostel) quarantine/isolation center as per advice of treating hospital.

Management as per clinical presentation will be referred SOS
UNDERTAKING ON SELF-ISOLATION WITHIN NIT ANDHRA PRADESH CAMPUS – HOSTEL

I, .................................................... S/D of .........................................................., Student ID .................................................., resident of room no........................................, hostel block........................., being diagnosed as a confirmed/suspect case of COVID-19, do hereby voluntarily/ as per advised by the treating physician of COVID CLINIC ........................................, dated ....................................., (document attached), undertake to maintain strict self-isolation at all times for the prescribed period. During this period, I shall monitor my health and those around me and interact with the assigned surveillance team, name /phone no............................................................ with the call center (104), or NIT Andhra Pradesh Health center over telephone, in case I suffer from any deteriorating symptoms consistent with COVID-19.

During this prescribed period, I shall strictly isolate myself from rest of the campus to prevent spread of infection.

I have been explained in detail about the precautions that I need to follow while I am under self-isolation. I have been explained about the severe symptoms/signs of COVID 19 and when I have to attend the COVID care hospital urgently.

I am liable to be acted on under the prescribed law for any non-adherence to self-isolation protocol.

Signature: ______________________
Date/Place: ______________________
Contact Number: ______________________
1. Every student must fill up and submit the on-line Google form before traveling to the Institute (consent form). Travel is subject to the prevailing GOVT guidelines at the time of undertaking travel.

2. Upon arrival on the campus, each student will do the following at the entry gate:
   a. Undergo thermal scanning for body temperature measurement
   b. Student shows Student ID to security personnel and enter the register
   c. Newly joined students should show any of their govt issued id card
   d. Sanitize their hands and have their luggage disinfected
   e. Undergo health check-up at the Clinic in case of symptoms
   f. Download Arogya Setu apps if not already done
   g. Students will proceed to their allotted blocks for self-quarantine

3. **Students must produce Vaccination Certificate during health checkup.**

4. All students will have to undergo self-quarantine in the allocated rooms for a period of 14 days. They will have to follow instructions strictly regarding wearing masks, social distancing, and meal timings in the designated dining area.

5. The Existing Mess vendor will provide services to the students during this period. The clean-ship and disinfection of dining areas will be done one week prior to the arrival of students. Food will be distributed to the students during the Quarantine period.

6. Any suspect case, symptomatic contacts, asymptomatic direct and high-risk contacts of a confirmed case to be referred immediately to the health center.

7. All personnel are requested to avoid handshake and frisking with others. Students are requested to avoid using lifts, touching railings, doorknobs, etc. to the extent possible.

8. Recreational facilities will not be available for some time now.

9. The students are requested not to leave the campus for any reasons. Exceptions can be allowed by the concerned authorities. Any suspicious symptoms are to be immediately reported to the NIT Andhra Pradesh health center.

10. Students are advised to bring their own masks and personal sanitizers strictly; institute health center will provide masks only for ill students.

11. Students should bring consent letter from the parents (Annexure 3 attached) and submit in the hostel office.
Annexure-3

Undertaking by the Student

Date: ___/___/____

I, Mr/Miss/Mrs/Ms ............................................................., having Roll No................................................................., enrolled on ............... (month), ................. (year) in the (Department/School) ..................................................... for B.Tech./M.Tech./Ph.D. course and hereby declare the following:

A. That I will inform the details of my travel itinerary in advance and observe all protocol for safe journey recommended by NIT Andhra Pradesh.

B. That I will undertake the journey from Vijawada/Rajamundry Airport, and / or Tadepalligudem Railway Station or, Tadepalligudem township by following all the protocols.

C. That on reaching the campus, I will report to Medical dispensary, NIT Andhra Pradesh and on their recommendation, I will move to the allotted quarantine facility in the campus;

D. That based on the health condition I will undergo necessary quarantine for 7-14 days or more in the designated facility;

E. That during the quarantine, I will not engage in any socialization in any form and maintain complete isolation;

F. That if infected with COVID -19, I will abide and follow all the medical procedures as may be prescribed by Medical dispensary, NIT Andhra Pradesh.

G. That I am mindful of the fact that the Medical dispensary, NIT Andhra Pradesh provides only primary health care, and there is no advanced medical treatment facility within the campus;

H. That in case of violation of any of the above, I will be liable for disciplinary action of the Institute.

I hereby sign this undertaking being fully aware of the consequences of my action in a conscious state of mind and body.

Date:                                               Signature of the Student
Place:

I, Mr/Mrs/Dr/Prof ............................................................., as a legal guardian/parent endorse the undertaking of my ward/son/daughter in conscious mind after understanding the health risks and consequences.

Date:                                               Signature of Legal Guardian/Parent
Place:
HOW TO WEAR A MEDICAL MASK SAFELY

**Don’ts →**

- Do not use a ripped or damp mask
- Do not wear the mask only over mouth or nose
- Do not wear a loose mask
- Do not touch the front of the mask
- Do not remove the mask to talk to someone or do other things that would require touching the mask
- Do not leave your used mask within the reach of others
- Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

**World Health Organization**

who.int/epi-win

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**How to Wear a Medical Mask Safely**

**Do’s →**

- Wash your hands before touching the mask
- Inspect the mask for tears or holes
- Find the top side, where the metal piece or stiff edge is
- Ensure the coloured side faces outwards
- Place the metal piece or stiff edge over your nose
- Cover your mouth, nose, and chin
- Adjust the mask to your face without leaving gaps on the sides
- Avoid touching the mask
- Remove the mask from behind the ears or head
- Keep the mask away from you and surfaces while removing it
- Discard the mask immediately after use preferably into a closed bin
- Wash your hands after discarding the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

**World Health Organization**

who.int/epi-win
Reduce your risk of coronavirus infection:

- Clean hands with soap and water or alcohol-based hand rub
- Cover nose and mouth when coughing and sneezing with tissue or flexed elbow
- Avoid close contact with anyone with cold or flu-like symptoms
- Thoroughly cook meat and eggs
- Avoid unprotected contact with live wild or farm animals

Protect yourself and others from getting sick

Wash your hands

- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste

Wash your hands

Wash your hands with soap and running water when hands are visibly dirty

If your hands are not visibly dirty, wash them with soap and water or use an alcohol-based hand cleanser

Practise food safety

Use different chopping boards and knives for raw meat and cooked foods

Wash your hands between handling raw and cooked food.
Protect yourself from getting sick

Avoid unprotected contact with sick people (including touching one's eyes, nose or mouth) and with live farm or wild animals.

Protect others from getting sick

Cover mouth and nose with tissue, sleeve or elbow when coughing or sneezing.

Throw tissue into closed bin after use.

Clean hands after coughing or sneezing and when caring for the sick.

Shopping in wet markets? Stay healthy!

Wash hands with soap and water after touching animals and animal products.

Avoid touching eyes, nose and mouth.

Avoid contact with sick animals and spoiled meat.

Avoid contact with stray animals, waste and fluids in market.

Working in wet markets? Stay healthy!

Frequently wash your hands with soap and water after touching animals and animal products.

Disinfect equipment and working area at least once a day.
Working in wet markets?
Stay healthy!

- Wear protective gowns, gloves and facial protection while handling animals and animal products
- Remove protective clothing after work, wash daily and leave at the work site
- Avoid exposing family members to soiled work clothing and shoes

Practise food safety

Sick animals and animals that have died of diseases should not be eaten

Practise food safety

Even in areas experiencing outbreaks, meat products can be safely consumed if these items are cooked thoroughly and properly handled during food preparation.
PROTECT YOURSELF
PROTECT OTHERS